

# REVENUE DEPARTMENT



## JOB ANNOUNCEMENT

		POSTING DATE <b>Ongoing</b>	
		CLOSING DATE <b>Ongoing</b>	
ANNOUNCEMENT NUMBER <b>993</b>			
JOB TITLE/JOB CODE NUMBER <b>Tax Specialist 1 41401</b>	PAYGRADE <b>012</b>	SALARY RANGE (MONTHLY) <b>\$2,157.94 - \$3,787.78</b>	POSITION #'s
DIVISION <b>Compliance</b>	UNIT NAME/LOCATION		

THIS ANNOUNCEMENT IS OPEN TO:

- A. ☐ CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.
- B. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.
- C. ☐ CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET MINIMUM QUALIFICATIONS FOR THE POSITION OR WHO HAVE RECEIVED A SCORE OF AT LEAST 70 ON THE APPLICABLE MERIT SYSTEM TEST.
- D. ☐ CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.
- E. ☒ EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.
- F. ☐ PUBLIC ANNOUNCEMENT - Georgia Merit System Job Site <http://thejobsite.org/>
- G. ☒ ALL QUALIFIED APPLICANTS.

SUBMIT TWO COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.

Applications should be submitted to: Georgia Department of Revenue  
Human Resources Office, Suite 2225  
1800 Century Center Blvd., NE  
Atlanta, Georgia 30345-3205

If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD).

### GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION

Under close supervision, learns to perform basic entry level office and field audits of one of the following carefully selected tax audit or reporting areas; corporate, sales and use, partnership, individual, fiduciary, motor fuel, or unclaimed property reports. Communicates within taxpayers and business representatives. Participates in comprehensive training and maintains a variety of reports and documents. Interstate and intra-state travel required as needed or assigned.

### MINIMUM TRAINING AND EXPERIENCE

Completion of a Bachelors degree or equivalent in Business Administration or a related field from an accredited four-year college or university that included at least two introductory and two intermediate level accounting courses (one course in business law may be substituted for one of the accounting courses) **NOTE:** to receive appropriate credit under this option, applicants must indicate in the Comments Section of their Resumes, the number of courses that they successfully completed in accounting or business law. Applicants should list educational facility, course number and title, and hours of credit received per course.

**OR**

Two years of experience as a Revenue Agent 2.

### PREFERRED QUALIFICATIONS-IF DESIRED

### COMMENTS/SPECIAL INSTRUCTIONS

Must have taken and passed the Tax Specialist 1 test in the Merit System. Tests are given every first and third Tuesday at 8:30 AM in Atlanta, in the Georgia Merit System Testing Center (Room 404 West Tower, Floyd Building). You should take a current photo ID and either a completed State of Georgia Application for Employment or your Job Site UserID to the testing session. The applications are available from the web site at: [www.gms.state.ga.us/jobinfo/stgaapps.htm](http://www.gms.state.ga.us/jobinfo/stgaapps.htm) or by calling (404) 657-1164.

**The Human Resources Office will notify all applicants of selection or non-selection.**